

ANNEX 3-B

SAMPLE REQUEST FOR ENLISTED PROMOTION SYSTEM (EPS) FILL

xxx-xxxxx (600)

xx xxxxx xxxx

MEMORANDUM FOR: Office of the Adjutant General ATTN: CAJS-HR-AGR, PO Box 269101, Sacramento, CA 95826-9101

SUBJECT: Request for Enlisted Promotion System (EPS) Fill

1. Request that the following position be filled utilizing EPS:

- a. UIC:
- b. Unit name:
- c. Unit address:
- d. Unit phone number:
- e. MTOE Para/line:
- f. SPIMS Para/line:
- g. DMOS:
- h. Position grade:
- i. Position title:
- j. Name of soldier vacating position:

2. Please direct your questions to XXX XXXXXXXX at CAGNET XXXXX or commercial (XXX) XXX-XXXX.

Your Signature Block

Note: Requests for EPS fill are submitted through channels to the unit's senior command. Senior commands will validate vacancy and ensure completeness of request. All phone calls/offers are made by CAJS-HR-AGR.